SPECTRUM
ADVANCED LEARNING

WE ARE HIRING · LAHORE

FULL-TIME · DHA PHASE 4, LAHORE

Education Coordinator

Spectrum is looking for an experienced Education Coordinator to lead the quality of teaching across all our programmes. You will turn our timetable, teachers and materials into excellent lessons for every student, and be the person parents trust to explain how their child is doing.

What you will do

- Build termly timetables and allocate teachers and rooms across programmes
- Observe lessons each term and coach teachers against the Spectrum teaching rubric
- Oversee diagnostic tests, student placement and termly parent reports
- Keep safeguarding, attendance and assessment records complete and up to date
- Lead parent meetings and resolve concerns quickly and fairly
- Work with the leadership team on new programmes and quality improvement

What you need

- At least 5 years in education, including 2 or more as a coordinator or head of department
- Experience coordinating the IB Middle Years Programme or Diploma Programme is a strong advantage
- A bachelor's degree in education or a subject; a master's degree is preferred
- Excellent written and spoken English and confident use of spreadsheets and school systems

What we offer

Competitive salary, paid on time · **Full paid training through the Spectrum Educator Certification** · **Small groups of four to eight students** · **Ready-made original materials, slides and online workbooks** · **Termly coaching and professional development** · **A clear path from Associate to Master Educator**

About Spectrum

Spectrum Advanced Learning is a learning centre in DHA Phase 4, Lahore, for students from age 4 to 18 and for teachers. We teach small groups from original Spectrum materials across Maths and English Mastery, the IB PYP, MYP and Diploma, SAT and ACT, SuperLearners, Skills Studios and placement programmes in real organisations.

Apply now

spectrum-learning.com/careers · or email your CV to info@spectrum-learning.com

Every appointment is subject to references, background checks and safeguarding training. Spectrum is an equal-opportunity employer.

Spectrum Advanced Learning is independent and is not endorsed by or affiliated with the International Baccalaureate (IB). All Spectrum materials are original.